

6-16-1916

## Board of Trustees Meeting Minutes 1916-06-16

Bowling Green State University

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## Proceedings, Trustees Bowling Green Normal College

Bowling Green, Ohio, June 16, 1916.

Minutes of meeting of Board of Trustees of the Bowling Green State Normal College held at the Administration Building, Bowling Green, Ohio, on Friday, June 16th., 1916.

Members present: President E.H.Ganz, Vice President J.E.Collins, Treasurer J.D.McDonel, J.P.Sharkey and Secretary J.E.Shatzel.

President Williams and O.D.Howard also present.

Reading of minutes of previous meeting dispensed with.

President Williams presented a certificate of the State Board of Health with respect to the plumbing installed in the Science & Agriculture Building same being as follows to-wit:-

No. 331

## OHIO STATE BOARD OF HEALTH

Department of Plumbing Inspection

This is to certify that the plumbing installed in this Science Building located at State Normal College, City of Bowling Green, Wood County, State of Ohio, is constructed in accordance with the provisions of the law relating thereto, and has been inspected and approved.

This certificate shall remain good and in force from and after the 9th, day of June, 1916, subject, however, to be revoked by the OHIO STATE BOARD OF HEALTH for the violation of any of the provisions of an act "To create the office of State Inspector of Plumbing" (O.L. vol. 101 p. 395), or for the violation of any of its rules and regulations governing the construction of plumbing.

The State Inspector of Plumbing shall be notified of all changes or alterations that may be made after the issuing of this certificate.

IN WITNESS WHEREOF we have hereunto set our hands and official seal of the State Board of Health of Ohio, this 15th, day of June, 1916.

(Seal)  
By Order of the Board  
James E. Bauman  
Assistant Secretary.

Wm. C. Gromiger  
State Inspector of Plumbing.

Moved by Sharkey and seconded by Collins that said certificate be entered on the minutes of the Board. Voting Aye: Ganz, Collins, McDonel, Sharkey, Shatzel. Nays, none.

Motion declared carried.

President Williams made the following nomination to-wit:-

June 16, 1916.

To the President and Members of the Board of Trustees.  
Gentlemen:

I hereby nominate Roscoe E. Seever for the position of Financial Clerk at a salary of \$1200.00 per year, beginning June 16, 1916. The term of this nomination shall be one year from June 16, 1916 and I would recommend that the appointment be exempt from the Classified Service in accordance with Section 486-8-Par.8.

Very truly yours,  
H.B.Williams.

Moved by Sharkey and seconded by Collins that the nomination of Roscoe E. Seever for the position of Financial Clerk at a salary of \$1200.00 per year and for a term of one year, be ratified and confirmed by the Board as per the recommendation of President Williams. All voting aye.

Motion carried.

President Williams presented a communication from Floid South with respect to extra remuneration for work in the care of cows and cream separator.

Moved by Collins and seconded by Sharkey that the above claim be disallowed for the reason that said work is a part of his regular employment on the Normal College farm. Voting Aye: Ganz, Collins, McDonel, Sharkey, Shatzel. Nays, none.

Motion declared carried.

President Williams submitted the following statement covering fees by him received, the same being as follows to-wit:-

F E E S

## SUMMER SCHOOL 1915

Receipts

Industrial Arts	\$ 25.50
Science	30.00
Home Economics	<u>35.25</u>

\$ 90.75



<u>Expense for Laboratory Material</u>		For'd	\$90.75	
Industrial Arts	\$ 14.36			
Home Economics	39.25			
Janitor's Department	.80			
			<u>54.41</u>	
				\$ 36.34 Bal.
1ST. SEMESTER 1915-16				
<u>Receipts</u>				
Phys.Science 25 - Chemistry of Foods	13.50			
Phys.Science 21-22 Chemistry	40.00			
Home Economics 21 - Elem. Cooking	42.00			
Industrial Arts 29 - Woodworking	<u>9.00</u>			
			104.50	104.50
2ND. SEMESTER 1915-16				
<u>Receipts</u>				
Home Economics 28 - Home Cooking				
and Table Service	45.00			
Home Economics 22 - Cooking	42.00			
Home Economics - Seniors	<u>64.50</u>			
			151.50	<u>151.50</u>
			Total	\$ 292.34

Moved by McDonel and seconded by Sharkey that the report of President Williams be accepted and entered on the minutes. Voting Aye: Ganz, Collins, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

President Williams presented a communication from Mrs. B.C.Harding and others requesting the use of the auditorium for a recital to be given by the Shakespeare Club of Bowling Green.

Moved by Collins and seconded by McDonel that it is the sense of this Board that the college auditorium should not be rented for any purpose where an admission fee is charged, other than for school purposes and that said auditorium shall never be used for political or sectarian meetings. Voting Aye: Ganz, Collins, McDonel, Sharkey. Shatzel not voting.

Motion declared carried.

Secretary Shatzel presented and read a certificate of publication of the Wood County Sentinel and the Wood County Democrat of a legal notice advertising for coal for use of the Bowling Green State Normal College for the season of 1916-17 and called attention to the fact that bids called for were to be presented on June 17th, at 12 o'clock, noon.

Moved by Sharkey and seconded by McDonel that said certificate be placed on file and that President Williams and Secretary Shatzel be authorized to open said bids for and on behalf of this Board and that they have full power to act. Voting Aye: Ganz, Collins, McDonel, Sharkey. Shatzel not voting.

Motion declared carried.

President Williams presented the following program and list of graduates, of the second annual commencement of the Bowling Green State Normal College, held on Friday, June 16th, at 10:30 o'clock, A.M. in the College Auditorium.

PROGRAM	
a. Song at Sunrise	Manney
b. At Twilight	Frime
Treble Clef Club	
Invocation	Rev.C.W.Sullivan
Arioso - Honor and Arms - from "Samson"	Handel
	Ernest Hesser
Head of the Department of Music	
State Normal College	
Address - "Recent Educational Progress"	
	Dr.Nathan C. Schaeffer
State Superintendent of Public	
Instruction	
Harrisburg, Pa.	
Roses, Roses Everywhere	Trotter
Treble Clef Club	
Presentation of Diplomas	
Announcements	
Benediction	
Graduates, June 16, 1916.	
Diploma in Elementary Education	
N. Ethel Ayers	Darlie Johnson
Lucile Bowman	Florence M. Keil
Freida Brady	Lucy E. Keil
Helen Collins	Dorothy C. Levy
Genevieve C. Conlin	Veronica L. Mensing
Lillian W. Devlin	Jessie M. Mercer



## Proceedings, Trustees Bowling Green Normal College

Bowling Green, Ohio, June 16, 1916.

Ruth Ann Dey  
 Viola M. Drummond  
 Elise C. Ebert  
 Clementine Falke  
 Florence C. Fogg  
 Gladys A. Gangware  
 Alice A. Haley  
 Mildred A. Hannes  
 Pearl J. Harman  
 Marie C. Hein  
 Verile I. Held  
 Clara L. Holmes

Diploma for Home Economics  
 Ruth Carter  
 Grace M. Davenport  
 Zella Fenberg  
 Mary Hoffman-O'Brien  
 Diploma for Music  
 J. Vernill Hopper

Dollie V. Modisett  
 Margaret A. Moylan  
 Matie E. Reed  
 Helen E. Riley  
 Helen Marie Rohr  
 Bessie J. Samson  
 Lena Iona Scott  
 Edith E. Silcox  
 Josephine M. Sullivan  
 Genevieve G. Waggoner  
 Helen West  
 Ottie F. Wineland

Glenna Powell Stafford  
 Madeleine M. Tobias  
 Laura A. Wichman

Vivian G. Powell

Moved by Sharkey and seconded by Collins that said program be entered on the minutes of this Board. All members voting aye.

Motion declared carried.

O.D.Howard, of the firm of Howard & Merriam, Architects, presented plans, details, and specifications for the Training School Building.

After full discussion by the Board it was moved by McDonel and seconded by Sharkey that the plans and specifications as presented by Mr. Howard, approved by President Williams and the State Industrial Commission for the proposed Training School Building be approved and signed by this Board, and that the contract presented by Howard & Merriam, as ammended by the Board be accepted and signed and that the Architects be instructed to advertise for bids according to law in the following papers; The Wood County Sentinel-Tribune, Bowling Green, Ohio; The Plain Dealer, Cleveland, Ohio; The Ohio State Journal, Columbus, Ohio; The Cincinnati Enquirer, Cincinnati, Ohio; The Toledo Blade, Toledo, Ohio; The Dayton Journal, Dayton, Ohio, and that bids will be received until noon, Friday, July 21st, 1916, at the office of Secretary J.E. Shatzel, Bowling Green, Ohio. Voting Aye: Ganz, McDonel, Shatzel. Nays, Collins, Sharkey.

Motion declared carried.

The claim of Howard & Merriam for 1 per cent of the estimated cost of the Training School building, being for the preparation of the plans, amounting to \$949.13 was presented for allowance.

Moved by McDonel and seconded by Sharkey that the above claim of Howard & Merriam, amounting to \$949.13, be allowed and paid from the fund designated as "Training School, Maintenance G-2". Voting Aye: Ganz, McDonel, Sharkey, Shatzel. Collins, <sup>no</sup>absent.

Motion declared carried.

Moved by McDonel and seconded by Sharkey that the contract this day entered into between this Board and Howard & Merriam be entered in full on the minutes of this Board. Voting Aye: Ganz, McDonel, Sharkey, Shatzel. Collins, <sup>not voting</sup>absent.

Motion declared carried.

## UNIFORM ARCHITECT'S CONTRACT

THIS MEMORANDUM OF AGREEMENT, Made and entered into, in triplicate, this 16th, day of June, A.D. 1916, by and between The Board of Trustees of the Bowling Green State Normal College, Bowling Green, Ohio, acting for and on behalf of the State of Ohio, hereinafter called the Owner, Party of the First Part, and Howard & Merriam, Architects, of Columbus, Ohio, hereinafter called the Architect, Party of the Second Part, WITNESSETH: That

WHEREAS, the legislature of the State of Ohio has duly appropriated the sum of One Hundred Thousand Dollars, (\$100,000.00) for the purpose of constructing Training School Building complete; and

WHEREAS, The Party of the First Part has selected Howard & Merriam of the Second Part as the Architects for Training School;

NOW, THEREFORE, in consideration of the sum of One Dollar, (\$1.00) by each party paid to the other, the receipt whereof is hereby acknowledged, and in further consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:



## ARTICLE I.

The Owner will furnish to the architect a topographical survey of the grounds and building site, showing complete data as to contours, locations of water mains, sewers, gas pipes, electric conduits and heat service pipe, if any there be, and will submit to the architect recommendations for the said improvement.

## ARTICLE II.

The Board of Trustees and the President of the College will confere and advise the Architect as the plans and specifications and work progresses, and render such assistance and perform such duties as are authorized and required by the laws of Ohio.

## ARTICLE III.

The Architect shall prepare preliminary drawings, written descriptions and estimates of cost which shall concisely illustrate to the Owner the Architect's conception of the design.

Said preliminary work shall be subject to the criticism of the Owner, and should the same not meet with the requirements of the Owner, the Architects shall revise the same and continue so to do until the preliminary work has been developed by the Architect so as to meet the requirements of the Owner.

Whereupon the Owner is to approve said preliminary work by proper action on its records, and shall likewise endorse said approval on each copy of the preliminary drawings, descriptions and estimates of cost and return same to the Architect, the original preliminary drawings and one copy of the typewritten matter to be returned to the Architect, the photographic copy of the drawings and one copy of the typewritten matter to be retained by the Owner.

Such approval of the Owner shall not relieve the Architect of his further duties and responsibilities in connection with the proposed work.

## ARTICLE IV.

As soon as the preliminary work has been approved by the Owner, the Architect shall proceed to make a sufficient number of ground tests to definitely determine the carrying capacity of footings to rest upon for the proposed improvement, and if said ground tests disclose that it would be impracticable to locate the proposed improvement on the location theretofore fixed, the said Owner and Architect shall re-locate the same and the Architect shall proceed to make ground tests for the new location.

## ARTICLE V.

After the making of the ground tests the Architect shall proceed to prepare the final and complete working drawings, specifications, detailed estimated bills of materials and detailed estimates of cost for the improvement, in accordance with the preliminary representations which have been approved by the Owner.

The final and complete drawings, specifications, detailed estimated bills of materials and detailed estimates of cost shall constitute a permanent record of the improvement. The drawings and specifications as instruments of service shall be complete, concise and fully understandable to a competent builder and contractor.

The drawings shall be drawn to a scale consistent with the nature and size of the improvement, and shall show the plan of the various floors, the exterior elevation of all sides, sectional elevations and scale detailed drawings to clearly illustrate all parts of the work which cannot be shown on the scale floor plan, elevations and sectional elevations. Said drawings must be complete and show the construction, the arrangement and layout of the plumbing and other sanitary equipment, the heating and ventilating system and the lighting system.

Written specifications separate and apart from the drawings shall be prepared to set forth the general conditions governing all branches of the work and to explain the methods of construction, the kind and quality of materials, the quality of labor, and to furnish all such other descriptive information as is impracticable to embrace by the drawings alone.

Said drawings and specifications are co-operative and taken together shall constitute a full, complete and comprehensive plan and method for carrying into execution the said improvement, and shall be so prepared as to promote fair and free competition among bidders.

In preparing the specifications the Architect shall in all cases insert the following provision:

"When a particular kind of material or method of construction is mentioned in the specifications, whether patented or not, it shall be for the purpose of establishing a standard only, and shall not prevent the use of a material or method of construction of equal merit, provided, however, that the determination of the quality or merit shall rest with the Owner and Architect, which determination shall be made in writing by such parties, and shall be final."

## ARTICLE VI.

All drawings, specifications, estimated bills of materials and estimates of cost shall be prepared by the Architect, or by persons in his regular employ, or by engineers of recognized standing employed by the Architect, with the written consent of the Owner, for the purpose of assisting him in some special engineering work which can best be handled by the engineer so employed. Such engineer shall not be interested otherwise, directly or indirectly, in the construction of the work or the supplying of materials required in the construction of that part of the improvement upon which he is assisting as engineer for the Architect.

## ARTICLE VII.

The Architect shall in no case accept any gratuitous or other services from contractors or persons interested in the sale of building materials, methods of construction or specialties, it being the intent that the drawings, specifications and details, including all the work of the Architect, must be impartial and so made and done that absolutely fair competition in price may be had for the material and construction of the improvement.



## ARTICLE VIII.

On completion of the Architect's final drawings and specifications he shall prepare therefrom, and submit to the Owner, a quantity estimate of the cost of the work. Should it appear from said quantity estimate that the improvement can not be constructed within the appropriation, the Architect shall make alterations in said drawings and specifications satisfactory to the Owner which will bring the improvement within the appropriation of \$100,000.00, including Architect's fees, completed connecting corridor, tunnel connecting this building with the main tunnel, feed wires connecting this building with the Power House, telephone and clock wiring connected with switch board and master clock in the Administration Building, all advertising, heating and water mains in tunnel connecting up with lines in main tunnel, in all respects complete within said \$100,000.00, and submit to the Owner a revised quantity estimate.

Should it then be impossible to obtain from contractor's bids or proposals within the estimate of the Architect then the obligation of the Owner to the Architect shall thereupon be null and void, and this contract may be terminated if the Owner so elects, by the payment of an additional 2%, less cost of the revision of the plans adopted, or the Owner may elect to direct the Architect, without additional charge therefor, to make such alteration in the drawings, plans and specifications as will bring the cost of the building within the estimate; such estimate, of course, shall be within the appropriation of \$100,000.00, including the items specifically set forth under Article VIII.

## ARTICLE IX.

When the final drawings, specifications, detailed bills of materials and detailed estimates of cost have been completed, the Architect shall submit them in duplicate to the Inspector of Workshops and Factories for examination and approval; upon obtaining such approval he shall submit same to the Owner for final approval. And the Architect shall then make sufficient copies thereof for filing at proper places and bidders for the uses and purposes herein intended.

The drawings shall be blue print copies on linen, and the specifications, detailed, estimated bill of materials and detailed estimates of cost shall be typewritten or printed and bound in separate specification covers.

One copy of the drawings, specifications, bill of materials and estimates of cost shall be filed with the Owner; the other shall be filed with the Auditor of State. Each sheet of the drawings and the copy of the specifications, bill of materials and estimates of cost to be filed with the Auditor of State shall be provided with proper blank spaces for the signatures of those required by statute to approve the same, and for such other matter as the Auditor of State may require.

## ARTICLE X.

The Architect, must, under all circumstances, be familiar with and comply with all necessary legal steps to be taken to secure the proper approval of the State officials of the plans, specifications, drawings, and details necessary as the work progresses, so that the Owner may be entirely relieved from any responsibility so far as complying with the law is concerned in the construction of the proposed building, including the submission for the approval of the State officials, and departments as provided by statute of the final plans, specifications, details, estimates and bills, after having been approved in writing by the Owner, and until so approved by the State officials the Architect shall file a complete copy of the same permanently with the Auditor of State, which copy shall be provided with the proper blank spaces for the signatures of those required by statute to sign, and a place for the Auditor of State to make his record of filing the same. The Architect shall be required to confer with the Auditor of State and other officials whose approval must be had from time to time in advance regarding the necessary steps to be taken to comply with the requirements of the law and the requirements of the various State officials.

## ARTICLE XI.

When the plans, specifications, detailed drawings, etc. have been approved and filed with the Auditor of State, as required by law, then after advising the Owner of such action, and after proper authority from the Owner, the Architect shall prepare a proper legal notice to the contractors, inviting sealed proposals on the improvement, for publication in the daily newspapers as provided by statute, and after conferring with the President of the College he shall then make due legal publication of such notice in the daily newspapers as provided by law.

## ARTICLE XII.

Proper forms upon which to make up the proposal, and proper form for the bond which is to accompany the proposal, shall be prepared by the Architect and furnished to the bidders. These forms must follow the approved practice of the Auditor of State and Attorney General, and must be consistent with the conditions prescribed by the statutes.

## ARTICLE XIII.

On the day and date mentioned in the advertisement for the opening of bids, the Architect shall meet with the Owner and assist in tabulating the bids, and at the Owner's request will submit a detailed statement of the tabulation of the bids with his recommendations bearing on the contract to be entered into for the construction of the Training School.



## ARTICLE XIV.

If the bids received are within the appropriation and the estimate of cost as filed with the Auditor of State, the Architect, upon request of the Owner, shall prepare a contract for the construction of the Training School, and after the same has been signed by the Owner and contractor, the Architect shall submit the same to the Attorney General, with such other papers in connection therewith as may be required, for his approval. After the contract has been approved by the Attorney General a copy of same shall be delivered to the Auditor of State.

## ARTICLE XV.

Should the bids received exceed the appropriation or estimate of cost as filed with the Auditor of State, the Architect, unless his further services are dispensed with, shall, on request of the Owner, and at his own expense, make such modifications in the plans, specifications and details as may meet with the approval of the Owner as may be necessary to reduce the cost sufficient to bring the same within the appropriation and shall then proceed in like manner as heretofore mentioned to obtain other bids on the modified plans, specifications, detailed drawings, etc.

## ARTICLE XVI.

When the final plans, specifications and all working drawings have been submitted to the Owner and the Owner, in writing, has approved the same, then in case changes are desired or ordered by the Owner in any of the drawings, plans or specifications after they have been once approved, such changes being due to no fault or neglect of the Architect, then the Owner shall pay to the Architect reasonable extra compensation to reimburse him for such extra labor, equal to payment for similar work provided for in this contract.

## ARTICLE XVII.

The Architect shall provide a competent Superintendent, satisfactory to the Owner, to represent him at the proposed Training School at Bowling Green, Ohio, during the actual progress of construction work upon the same, and any absence of the Superintendent from the work shall be with the consent of the Owner or when no construction work is under progress. As a part of the service of supervision, the Architect, either by himself or through his Superintendent, shall keep a detailed record of the conditions prevailing at the improvement under course of construction, giving information as to the number of men employed, the stage of progress of the work and all other information as to the general conditions affecting the progress of the work and a summary of these reports shall be submitted to the Owner monthly.

The Architect shall take and be in full charge and supervision of the work, and all instructions or orders to the contractors and work shall and will be issued by and through the Architect, who, in all transactions between the Owner and the contractors, is to act as the Owner's agent, but that his duties and liabilities in this connection are to be those of agent only. The Architect shall demand of the contractors proper correction and remedy of all defects in their work and of all omission or deviations from their contract, and shall assist the Owner in enforcing the contract. He shall define and interpret the plans, specifications, detailed drawings, and represent at all times the interest of the Owner, but his supervision shall not include liability or responsibility for any breach of the contract by the contractors.

## ARTICLE XVIII.

The Architect shall attend, at his own expense, all regular meetings of the Owner, when requested by such Owner, and such other meetings as may be necessary to make reports and receive instructions from the Owner.

## ARTICLE XIX.

The Architect shall prepare the estimates in quadruplicate upon which payments to the contractor are to be made, upon blank forms furnished by the Auditor of State; one copy for the Auditor of State, one for the Owner and one for the Architect's file and one for the Contractor.

## ARTICLE XX.

For the service rendered by the Architect, as hereinbefore fully detailed and stated, and upon the performance by him to the best of his ability and to the satisfaction of the Owner of each and all of the conditions and covenants herein contained, the Owner shall pay to the Architect, in full compensation therefor, an amount equal to five per cent (5%) of the total cost of the construction of the Training School, including all plants, apparatus, equipment and fixtures necessary to render the building complete for occupation and ready for use, but not including furnishings, the same to be due and payable as follows:

One-fifth of the whole amount when the drawings and specifications are satisfactorily completed and on file and approved by the Auditor of State.

Two-fifths of the whole amount when the bids are in, the contract awarded and entered into for the construction of the Training School, and properly approved by the State officials, and the balance remaining thereafter at the rate of two per cent (2%) upon each payment made to the contractor or workmen, the final payment to be made when the work is completed.

In case the work is postponed or abandoned at any time, not on account of the fault of the Architect, or the employment of the Architect terminated by mutual agreement prior to the completion of the building, the compensation to be paid to the Architect for the services rendered up to that time shall be proportioned according to the following division of expense:



Proceedings, Trustees Bowling Green Normal College

Bowling Green, Ohio, June 16,

1916

Completed preliminary drawings ..... 1%  
" working drawings, plans and sepcifications 2%  
Superintendence ..... 2%

ARTICLE XXI.

The Owner reserves the right to discharge the Architect, his Superintendent or any special engineer employed by him at any time during the period of employment covered by this contract for incompetency, failure to carry out the instructions of the Owner or the instructions of the President of the College, and in the event that the Architect is so discharged the compensation to be paid to him, not hereinbefore otherwise provided for, shall be the difference between the amount paid to a competent Architect to complete the work and the contract price herein provided for, less any damage or injury that may have been caused by the Architect's default, incompetence or neglect.

ARTICLE XXII.

The Owner shall return to the Architect all drawings and specifications used in the construction of the owrk as far as it may be possible to do so and not to make use of them for the construction of any other work.

ARTICLE XXIII.

Any omission in the plans and specifocations which must be met by extras in order that the building shall conform to the plans and specifications adopted by the Board and President shall be provided for at the expense of the Architects.

IN TESTIMONY WHEREOF, The Party of the First Part has hereunto set their hands by \_\_\_\_\_, by being duly authorized, in duplicate, the day and year first above written.

TRUSTEES BOWLING GREEN STATE NORMAL COLLEGE.

By E. H. Ganz Pres.  
By J.E.Shatzel Sec'y.

Signed in presence of

H.B.Williams  
N.R.Swan

J.D.McDonel  
J.P.Sharkey  
Trustees.

Howard & Merriam  
Architects  
By C.D.Howard

Moved by Shatzel seconded by McDonel that the Board now adjourn to meet at the Administration Building of the College on Monday, June 26th., 1916, at 9 o'clock, A.M. All members voting aye:

Motion carried.

Meeting adjourned.

Attest J.E.Shatzel Secretary.

E.H.Ganz President.

Bowling Green, Ohio, June 26th., 1916.

Minutes of meeting of Board of Trustees of Bowling Green State Normal College held at the Administration Building, Bowling Green, Ohio, on Monday, June 26th., 1916, convening at 19 o'clock A.M.

Present: President E.H.Ganz, Vice President J.E.Collins, Treasurer J.D.McDonel, Secretary J.E.Shatzel and J.P.Sharkey.

President Williams was also present.

Minutes of previous meeting dispensed with.

President Williams presented a detailed report of the dealings between the Bowling Green State Normal College and the Board of Education of the City of Bowling Green as follows, to-wit:

STATE NORMAL COLLEGE  
Bowling Green, Ohio

June 24, 1916.

To The Board of Trustees,  
State Normal College,  
Bowling Green, Ohio.  
Gentlemen:

During the school year of 1914-15, the Ridge Street school of the city of Bowling Green was conducted by the Normal College for Observation and Practice purposes under an arrangement with the City Board of Education whereby the four critic teachers provided and paid by the Normal College were to receive from the Board of Education the respective salaries of the city teachers displaced by them in the Ridge Street School.